



REQUEST FOR PROPOSALS
FY 2023-24 #5
Community Resource
Development Plan

Date: February 16, 2024
To: All Interested Individuals and Organizations
From: Regional Center of the East Bay
RE: Request for Proposal (RFP)

Regional Center of the East Bay (RCEB) is a private non-profit organization under contract with the California Department of Developmental Services (DDS). RCEB is part of a statewide network of 21 Regional Centers responsible for the coordination and development of services to meet the needs of people with intellectual/developmental disabilities in Alameda and Contra Costa Counties.

RCEB has identified a need for Wrap Around Services to support children under the age for 18 in areas of medical benefits, school advocacy, transportation, and access to other important services to meet the preferences and needs of the child, along with their family.

Preference for local service providers with experience in providing services in the East Bay as well as those who have experience serving our culturally and linguistically diverse community.

PLEASE NOTE: Start-up funds are meant to supplement the costs involved with developing the project. It is expected that the applicant will have sufficient funds to contribute to the development.

Per Senate Bill (SB) 74, there is a requirement that any service provider receiving funds through a negotiated rate cannot allocate more than 15% of received revenue towards administrative costs. This requirement is to be funded by the service provider. Please refer to SB 74 for more information. A link to this is on the RCEB website, www.rceb.org. This requirement does not apply to start up contracts.

Also, providers receiving more than \$500,000 up to \$2,000,000 in revenue from Regional Centers are required to conduct an annual independent financial review or independent financial audit and submit it to RCEB. If the provider receives equal to or more than \$2,000,000 in revenue from Regional Centers they are required to conduct an annual independent financial audit and submit it to RCEB.

RCEB-FY- 23-24 Project #5

**\$50,000 for Start Up Costs
Ongoing Rate: to be negotiated
pursuant to State Law and
Regulations.**

The selected provider will provide support to children and their families in areas of medical benefits, educational advocacy, transportation and other pertinent areas.

Proposal Instructions and Submission Format:

1. ***Submit 2 electronic copies of the proposal***
2. One electronic copy must **contain all of the information, including the attachments** that is required by this RFP.
3. One electronic copy of the proposal must contain all of the information that is required by this RFP, but **must be redacted to remove all identifying information about the organization, key staff and consultants.** Please remove the organization's name and the names of staff and consultants from all pages of the redacted proposal. Be sure to redact information in the footer of each page as well.
4. Proposals must be double-spaced and submitted as a Word document. All pages should include an identifying footer with service provider name, project number, and numbered pages.
5. Email two e copies to rfp@rceb.org.
6. **The two electronic copies must be received by 5:00 pm on the RFP deadline: Monday, March 18, 2024. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

We look forward to receiving your proposals.

All additional inquiries regarding the application or requesting technical assistance should be directed to Mary Lynn Rochlitz, Senior Resource Specialist at (510) 618-6499/e-mail at mlrochlitz@rceb.org. Please do not call for application status.

RCEB will host a Bidders Conference (Question and Answer Session) on February 26th, 2024, from 11:00 AM to 12:00 noon. The Bidders Conference will be held on Zoom. Please see below for Zoom Log in Information.

Zoom Log in Information for Bidders Conference on February 26th, 2024, 11:00 AM to 12:00 noon

Topic: Bidder's Meeting 11am-12pm
Time: Feb 26, 2024 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89625579700?pwd=Wl9aGmRg6VjvJ7ZVEI7BNDFZLLKM1y.1>

Meeting ID: 896 2557 9700
Passcode: 141478

Proposal Requirements

1. RFP Application Form (Attachment A).
2. A statement indicating the author of the proposal.
3. An Idea Statement. This is an opportunity to present a program proposal unique to your particular interests and experience. Each category will be scored based on content. The Idea Statement must include: **(Use appropriate section headers)**

Idea Statement addressing the following:

- a. A brief description of your philosophy, values, exceptional, and innovative service approaches toward providing the indicated service for the targeted group of clients (5 points)
 - b. Please describe the assessment process you will use to determine the strengths and challenges of the referred client. Describe any assessment tools you will use. How will you assess compatibility with other clients who may already live there? Please describe the basic and specialized services that you will offer to the clients. How will you determine which specialized services may benefit the client? Who would you try to contact to get information as part of the assessment of the individual? (5 points)
 - c. Describe your intervention process should a client who lives in the home or goes to the day program become unstable and poses a challenge for the services you provide. (5 points)
 - d. A one-week schedule that shows proposed staffing pattern that includes the number and distribution of hours for licensed (if applicable) and unlicensed staff and other support personnel. Include a sample one-week's client program schedule that identifies day activities and community integration activities. (5 points)
 - e. An organizational chart demonstrating the various programs your organization operates and how this proposed project would fit into this chart. Also, an organizational chart that identifies lead and supervisory personnel. (5 points)
 - f. A description of the staff training program for at least a 12 month period with emphasis on topics related to the type of clients that you will be serving. (5 points)
 - g. A description of your plan for evaluating program services and your plan for quality improvement. (5 points)
 - h. A statement outlining your plan to serve diverse clients, including, but not limited to, culturally and linguistically diverse clients. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity. (5 points)
 - i. Specific time lines for completion of this project that covers all major steps in the process leading up to the targeted opening date of services (5 points)
4. A line item **On-going Monthly Budget** that indicates the anticipated operating costs of your new program (Attachment B). Please note that, if selected for this project, a more comprehensive, detailed budget tool will be used.

5. Provide current **Financial Statement** (Attachment C) to include current quarterly Statement of Financial Position, current quarterly Statement of Activities, current quarterly Statement of Cash Flows, and most current audited CPA independent audit report. (You may be required to provide proof of financial responsibility prior to signing a contract for start-up funds).
6. The names, addresses and phone numbers of three **Professional References** and at least one professional letter of reference describing your abilities and qualifications in regards to this proposal (Attachment D).
7. A list of proposed **Program Consultants**, salary paid and estimated hours per month for start-up and on-going consultation (Attachment E).
8. A proposed **Start-Up Budget** defining how the funds will be used (Attachment F). Please note that there is an expectation that applicant will contribute in-kind funds during the start- up phase. Please indicate these in-kind funds on this document. Also, applicant must have ability to be financially solvent during the transition period (i.e. time between the day that the home opens and the day that all clients have moved in). RCEB will not be able to reimburse provider for vacant beds.
9. **Resume** demonstrating evidence of applicant’s qualifications such as: education, experience, and skills demonstrated in working with people with developmental disabilities (at least one year of providing direct supervision and special services to people with developmental disabilities) and those with mental health, behavioral, and health issues.

Links to templates for Attachments A, B, C, D, E, and F are available on www.rceb.org; Click on the “For Providers” Section and then click on the “Request for Proposal Section”.

GENERAL LIMITATIONS:

This Request for Proposal does not commit RCEB to award a contract, to pay any cost incurred in the preparation of the proposal, to contract in response to this request, or to procure or contract for services or supplies. To be considered, **complete proposals** must be received by the closing date and time indicated above.

EVALUATION PROCESS:

- A. A Contact Person is identified for the project and will provide limited technical assistance with the RFP process as appropriate.
- B. All complete proposals will be evaluated through an Evaluation Review Committee review process, comprised of representatives from Area Board V, the local Developmental Disabilities Council, and Regional Center staff from a range of professional disciplines that have expertise with the specific RFP. The redacted versions of the RFP will be reviewed by the Evaluation Review Committee using the following scale:
 - 1: Poor- Information is incomplete.
 - 2: Below Average- Information is adequate; does not specifically address the topic.
 - 3: Average- Includes all required information.

- 4: Above Average- Includes all required information and has elements of creativity in some areas.
- 5: Excellent- Response demonstrates thoroughly innovative ideas.

C. The applicants with the highest scores are invited to appear before the Evaluation Review Committee for an interview to discuss their proposal in more detail. The Evaluation Review Committee will rate the applicant's responses with the following scale:

- 1: Poor- Information is incomplete.
- 2: Below Average- Information is adequate; does not specifically address the topic.
- 3: Average- Includes all required information.
- 4: Above Average- Includes all required information and has elements of creativity in some areas.
- 5: Excellent- Response demonstrates thoroughly innovative ideas.

D. The applicant with the highest combined score of the written and interview process will be awarded the start up grant. Please note that RCEB may complete the RFP process without awarding the project. The final decision made by the Evaluation Committee is not subject to appeal. Materials submitted by applicants will be held on file for a period of three years at the RCEB.

E. All applicants will be sent letters letting them know if they were or were not awarded the project. RCEB will allow an opportunity for applicants to discuss why their project was not selected, should the applicant request.

Once candidates are awarded projects, written correspondence will be sent to all applicants informing them of the start-up award decisions. Please do not call or email to inquire about the status of the project.

RCEB Timeline

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|-----------------------|--|
| 1. February 16, 2024: | RFP is posted, announced, and disbursed |
| 2. February 26, 2024: | Bidders Conference: 11:00AM to 12:00 PM |
| 3. March 18, 2024: | Complete proposals are due to rfp@rceb.org by 5 pm |
| 4. March 21, 2024: | Written Proposals sent to Evaluation Committee |
| 5. March 28, 2024: | Written Proposal scores to be tallied |
| 6. April 4, 2024: | Interviews to begin |

SERVICE PROVIDER RFP REVIEW SCORE SHEET:

Applicant's Name: _____ Evaluator's Name: _____	RCEB Fiscal Year and Project Number: _____ Date: _____
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Score Key: please rate 1-5 considering the following breakdown: **Score:** _____

- 1:** Poor- Information is incomplete.
- 2:** Below Average- Information is adequate; does not specifically address the topic.
- 3:** Average- Includes all required information.
- 4:** Above Average- Includes all required information and has elements of creativity in some areas.
- 5:** Excellent- Response demonstrates thoroughly innovative ideas.

Recommendation:

3.	CRITERIA for Idea Statement:	SCORE	COMMENTS
a.	A brief description of your philosophy, values, exceptional, and innovative service approaches toward providing the indicated service for the targeted group of clients (5 points)		
b.	Please describe the assessment process you will use to determine the strengths and challenges of the referred client. Describe any assessment tools you will use. How will you assess compatibility with other clients who may already live there? Please describe the basic and specialized services that you will offer to the clients. How will you determine which specialized services may benefit the client? Who would you try to contact to get information as part of the assessment of the individual? (5 points)		
c.	Describe your intervention process should a client who lives in the home become unstable and poses a challenge for the services you provide. (5 points)		

d.	<p>A one-week schedule that shows proposed staffing pattern that includes the number and distribution of hours for licensed (if applicable) and unlicensed staff and other support personnel.</p> <p>Include a sample one-week's client program schedule (5 points)</p>		
e.	<p>An organizational chart demonstrating the various programs your organization operates and how this proposed project would fit into this chart.</p> <p>Also, an organizational chart that identifies lead and supervisory personnel. (5 points)</p>		
f.	<p>A description of the staff training program for at least a 12 month period with emphasis on topics related to the type of clients that you will be serving. (5 points)</p>		
g.	<p>A description of your plan for evaluating program services and your plan for quality improvement. (5 points)</p>		
h.	<p>A statement outlining your plan to serve diverse clients, including, but not limited to, culturally and linguistically diverse clients.</p> <p>Provide examples of your commitment to addressing the needs of those diverse clients.</p> <p>Include any additional information that you deem relevant to issues of equity and diversity. (5 points)</p>		
i.	<p>Specific time lines for completion of this project that covers all major steps in the process leading up to the targeted opening date of services (5 points)</p>		